



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

<b>LAND SUBDIVISION FACT SHEET</b>
------------------------------------

Properties that are to be subdivided will need a **Wastewater System and Potable Water Supply Permit** (see [Sheet #1](#)) unless all lots created are unimproved and development restrictions are included in the deed for each lot.

New lots created by the act of subdivision that are and will remain undeveloped may be transferred with development restrictions called "Notice of Permit Requirements." The restrictions are inserted into the deed and require any person who intends to develop the property with a building that requires a septic system first obtain a **Wastewater System and Potable Water Supply Permit**. New lots that are and will remain undeveloped that will not be transferred still need the "Notice of Permit Requirements" filed in the town land records. These lots are exempt from needing to obtain a permit.

The landowner of property to be subdivided that has existing buildings or structures, or campgrounds, or creates new lots that will have a new building or structure, or campground must obtain a **Wastewater System and Potable Water Supply Permit** (see [Sheet #1](#)) prior to subdivision. The permit is needed if the buildings or structures, or campgrounds are served or will be served by a public or non-public (potable) water supply or, municipal or soil based wastewater systems.

A [licensed designer](#) hired by the landowner is needed to prepare the plans when the lot(s) needs either a primary wastewater system or water supply, or, replacement wastewater area or water supply. The designer will help determine what information is required to comply with the Wastewater System and Potable Water Supply Rules. This may include; performing soil tests and designing new or replacement wastewater systems or areas; designing new or identifying replacement water supplies; or identifying new or replacement sewer or water services when the connections are to a municipal sewer or water system.

The **Wastewater System and Potable Water Supply Permit** application form and instructions are located at <http://wastewater.vt.gov/poregionaloffices.htm>, or may be obtained from a Regional Office or from your Licensed Designer.

The Permit is issued by a Regional Engineer located in one of five Regional Offices of the Wastewater Management Division of the Department of Environmental Conservation. The Regional Office web page that includes a map of and how to contact the five Regional Offices is at <http://wastewater.vt.gov/poregionaloffices.htm>.

### **LICENSED DESIGNERS:**

**Professional Engineers** are listed under either civil or environmental engineers in the yellow pages, and must be certified by the Secretary of State that they are compliant with licensing requirements including soils identification.

**Class A and Class B designers** may be found at: <http://wastewater.vt.gov/designerlicensing.htm>

## Department of Environmental Conservation (DEC) District Environmental Commissions (Act 250)

### **DISTRICTS 1, 8 & 9**

450 Asa Bloomer State Office Bldg.  
Merchants Row,  
Rutland, VT 05701-5903

Permit Specialist.....	786-5907
Regional Engineer.....	786-5900
Act 250 (Dist #1 & 8).....	786-5920
Act 250 (Dist #9).....	879-5614
River Management.....	786-5906

### **DISTRICTS 2 & 3**

100 Mineral St, Ste #303  
Springfield, VT 05156

Permit Specialist.....	885-8850
Regional Engineer.....	885-8855
Act 250 (Dist #2, 3 & 3A).....	885-8855
River Management.....	786-5906

### **DISTRICTS 4 & 6**

111 West Street  
Essex Junction, VT 05452

Permit Specialist.....	879-5676
Regional Eng (Dist #4 & 6).....	879-5656
Regional Eng (Dist #9).....	786-5900
Act 250 (Dist #4, 6 & 9).....	879-5614
River Management.....	879-5631

### **DISTRICTS 3A & 5**

5 Perry Street, Suite 80  
Barre, VT 05641

Permit Specialist.....	476-0195
Regional Engineer.....	476-0190
Act 250 (Dist #3A).....	885-8855
Act 250 (Dist #5).....	476-0185
River Management.....	879-5631

### **DISTRICT 7**

1229 Portland St-Ste 201  
St. Johnsbury, VT 05819

Permit Specialist (Tues).....	751-0127
Regional Engineer.....	751-0130
Act 250.....	751-0120
River Management.....	751-0129

#### **3A\* NOTE:**

Towns in District 3A must contact the Springfield Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 3A must contact the Barre Office.

#### **9\* NOTE:**

Towns in District 9 must contact the Essex Junction Office for Act 250 Permits. For Water Supply, Wastewater Disposal and Subdivision Permits, District 9 must contact the Rutland Office.

